

Instructions for Assisting With the Completion of an Affidavit of Ownership

Page One of the Form – Affidavit of Ownership or Control

- Complete all blanks on the affidavit.
- In the space provided for the “undersigned authority,” can be any individual associated with the contracting entity. The Contracting Entity refers to the company doing business with the City.
- Include the following information:
 - Full name (Affiant)
 - Title position within the company
 - Official company name doing business with the City

Page Two of the Form – Contracting Entity

- The residence address should be provided if Sole Proprietorship, Partnership, or Limited Partnership has been selected on page one.
- A physical address is required. (P.O. Box will not be accepted.)
- Full names should be provided. (Initials will not be accepted.)
- If anyone in the company owns 5% or more of the company (and this includes persons who own 100%) then complete the requested information relating to the 5% owners. (Attach additional sheets as needed.) **If there are no 5% owners, state “NONE” in the space provided.**
- If your company is a non-profit organization, please provide the complete information for the President, Vice-President, Secretary, and Treasurer.
- Ensure the document has been signed by the Affiant and notarized prior to submitting it to the City of Houston.

Page Three of the Form – Item Number 6 Optional Information

- If an appeal of taxes has been filed on behalf of your company, please include a copy of the official form receipted by the appropriate agency.

Page Three of the Form – Notary Seal

- Ensure the document has been notarized and has the official seal on the original document submitted to the City.

CITY OF HOUSTON CONTRACTOR OWNERSHIP DISCLOSURE ORDINANCE:

City Council requires knowledge of the identities of the owners of entities seeking to contract with the City in order to review their indebtedness to the City prior to entering contracts. Therefore, all respondents to this invitation to bid must comply with Houston Code of Ordinances Chapter 15, as amended (Sections 15-122 through 15-126) relating to the disclosure of owners of entities bidding on, proposing for or receiving City contracts. Provisions of this ordinance are provided in part in the paragraphs that follow. Complete copies may be obtained from the office of the City Secretary.

Contracting entity means a sole proprietorship, corporation, non-profit corporation, partnership, joint venture, limited liability company, or other entity that seeks to enter into a contract requiring approval by the Council but excluding governmental entities.

A contracting entity must submit at the time of its bid or proposal, an affidavit listing the full names and the business and residence addresses of all persons owning five percent or more of a contracting entity or, where a contracting entity is a non-profit corporation, the full names and the business and residence addresses of all officers of the non-profit corporation.

Completion of the "**Affidavit of Ownership or Control**", included herein, and submitted with the Official Bid or Proposal Form. Failure to provide this information may be just cause for rejection of your bid or proposal.

Orig. Dept.:

File/I.D. No.:

INSTRUCTION: ENTITIES USING AN ASSUMED NAME SHOULD DISCLOSE SUCH FACT TO AVOID REJECTION OF THE AFFIDAVIT. THE FOLLOWING FORMAT IS RECOMMENDED: CORPORATE/LEGAL NAME DBA ASSUMED NAME.

STATE OF _____
COUNTY OF _____

§
§
§

AFFIDAVIT OF OWNERSHIP OR CONTROL

BEFORE ME, the undersigned authority, on this day personally appeared

[FULL NAME] (hereafter "Affiant"),

[STATE TITLE/CAPACITY WITH CONTRACTING ENTITY] of

[CONTRACTING ENTITY'S CORPORATE/LEGAL NAME]

("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with

[DESCRIBE PROJECT

OR MATTER], which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (Type (X) as applicable).

FOR PROFIT ENTITY:

NON-PROFIT ENTITY:

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

- NON-PROFIT ORPORATION
- UNINCORPORATED ASSOCIATION

Orig. Dept.:

File/I.D. No.:

5. The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. **[NOTE: IN ALL CASES, USE FULL NAMES, LOCAL BUSINESS AND RESIDENCE ADDRESSES AND TELEPHONE NUMBERS. DO NOT USE POST OFFICE BOXES FOR ANY ADDRESS. INCLUSION OF E-MAIL ADDRESSES IS OPTIONAL, BUT RECOMMENDED. ATTACH ADDITIONAL SHEETS AS NEEDED.]**

Contracting Entity:

Name:

Business Address [No./Street]:

[City / State / Zip Code]:

Telephone Number:

Email Address:

Residence Address [No./Street]:

[City / State / Zip Code]:

Telephone Number:

Email Address:

5% Owner(s) or More (IF NONE, STATE "NONE."):

Name:

Business Address [No./Street]:

[City / State / Zip Code]:

Telephone Number:

Email Address:

Residence Address [No./Street]:

[City / State / Zip Code]:

Telephone Number:

Email Address:

Orig. Dept.:

File/I.D. No.:

6. Optional Information

Contracting Entity and/or _____ [NAME OF OWNER OR NON-PROFIT OFFICER] is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against _____ [CONTRACTING ENTITY, OWNER OR NON-PROFIT OFFICER] as follows:

Name of Debtor: _____
Tax Account Nos.: _____
Case or File Nos.: _____
Attorney/Agent Name: _____
Attorney/Agent Phone No.: _____
Tax Years: _____

Status of Appeal [DESCRIBE]:

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20_____

(Seal)

Notary Public

NOTE:

This affidavit constitutes a government record as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.